

DGS-550-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.
966-18A-1

PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

University of Maryland- AMENDMENT TO SCHEDULE 966-18
Baltimore County Instructional Technology

AGENCY

DIVISION

Item No.	Description	Retention
11	<u>Video Marketing Files</u> <ul style="list-style-type: none">- copies of purchase orders and checks for the purchase of UMBC produced video programs- correspondence regarding the purchase of UMBC produced video programs	Screen annually, destroy that material no longer needed for current business. Retain permanently directives and other material relating to the development and policy of this department, for eventual transfer to the school archives.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

7-25-90

Date

John P. [Signature]
Signature

Director

Title

8/17/91
Date

[Signature]
State Archivist

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

1. DEPARTMENT/AGENCY
Instructional Technology/UMBC

2. DIVISION

3. UNIT
Office of the Director

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Video Marketing Files

5. EARLIEST YEAR/LATEST YEAR
1985 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Copies of purchase orders and checks for the purchase of UMBC produced video programs.
Correspondence regarding UMBC produced video programs.

7. RECORD SERIES FORMAT(S)
☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☒ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
☐ ALPHABETICAL
☒ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME
☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
2 cu.ft. ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
☒ FILE DRAWER(S)
.5 cu.ft. ☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Academic IV Building
3rd Floor, Room 215

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☒ NO

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER
Beverly Roeder
Marketing Coordinator

20. TELEPHONE NUMBER
455-3208

21. DATE
7-25-90